

## **FBI Laboratory Practices for Processing a Submission and Evidence Breakdown**

### **1 Purpose**

These practices establish requirements for processing a submission and evidence breakdown to conform to the requirements of the FBI Laboratory Quality Assurance Manual and the applicable accrediting body(ies).

### **2 Scope**

These practices apply to FBI Laboratory personnel who are involved in processing a submission and evidence breakdown for multi-unit submissions. For Laboratory Director and Quality Manager approved initiatives, a level 2 document will contain procedures for processing a submission and evidence breakdown when necessary.

### **3 Practices**

Each submission (i.e., request for examination and the accompanying evidence) or request for other FBI Laboratory services deemed appropriate will be entered into Forensic Advantage (FA).

The information associated with Office of Professional Responsibility (OPR) investigations or prohibited cases will be limited to as few personnel as possible. Case information will be omitted with a notation of where the information is recorded. Evidence handling and examinations will be conducted outside of FA after generating a laboratory number. Evidence handling and examinations will still be conducted within Sample Tracking and Control System (STACS), where applicable, but the information entered will be limited according to DNA discipline procedures. Personnel managing submissions outside of FA will follow this practice, where practicable, and will release all relevant records as instructed by the contributor. Entries in the Case Communication Log should include enough specificity (e.g., submission number, item number, general case information) that other laboratory personnel can understand what the communication or activity being recorded refers to.

#### **3.1 General Requirements for Handling Evidence**

**3.1.1** Appropriately trained personnel will ensure all evidence received in the FBI Laboratory is x-rayed and an “X-RAYED” sticker is placed on each package. Refer to the FBI policy regarding x-ray screening.

**3.1.2** Evidence Management Unit (EMU) personnel accepting packages will immediately notify the EMU Chief or their supervisor of any suspicious packages received. At the Quantico facility, EMU will contact the Health and Safety Officer, the Chief Security Officer, the

Evidence Response Team Unit, and/or the Explosives Unit, as appropriate. At the Huntsville facility, EMU will contact health and safety personnel, security personnel, Explosives Unit, or a Special Agent Bomb Technician (SABT), as appropriate. Refer to the FBI policy regarding general mailing for requirements regarding suspicious packages.

**3.1.2.1** For TEDAC evidence that requires an x-ray safety check, EMU or Explosive Unit personnel, as appropriate, will record in the Case Communication Log that the evidence has been x-rayed for a safety check and note where the radiographs are located.

**3.1.2.2** When a suspicious package is cleared, the person managing the case will ensure a record is in the Case Communication Log that the evidence has been cleared and where the clearance information is located.

**3.1.3** EMU personnel receiving a package that was not intended for the FBI Laboratory or was submitted by a private citizen will not initiate a Chain-of-Custody Log and will not assign it a Laboratory number. The package will be stored appropriately until its disposition is arranged.

**3.1.4** If evidence packages are not immediately opened, the appropriately trained person accepting the evidence will ensure that it is under proper seal, or if the evidence cannot be placed under proper seal, that it is securely stored.

**3.1.5** If evidence is unusually heavy, too large to store in the evidence receiving area, or unsafe to store in the evidence receiving area (e.g., a package with an unusual odor), the appropriate unit will be contacted and arrangements for transferring the evidence should be made.

**3.1.6** A request for examination is required for all evidence submitted to the FBI Laboratory for analysis. A request for examination may come in the following ways: Laboratory Examination Request (LER) (FD-1121), Request for Laboratory Examination (RFLE), Electronic Communication (EC) (FD-1057), lead report, Terrorist Explosive Device Analytical Center (TEDAC) *TEDAC Item Submission Form* (7-275) (Appendix A), *TEDAC Bulk Submission Form* (7-276) (Appendix B), or letter on agency letterhead.

**3.1.6.1** If the *TEDAC Item Submission Form* and/or *TEDAC Bulk Submission Form* is revised, TEDAC will notify appropriate contributors in writing and provide a copy of the revised form.

**3.1.6.2** If a request for examination does not accompany the evidence, appropriately trained personnel will check the pre-log in FA to determine if a request exists. If a pre-log request does not exist, personnel will verify that a request for examination is not available in Sentinel. If the request for examination is not located for non-TEDAC evidence, the contributor will be contacted up to three times within 30 days to provide the request as soon as possible. If the contributor does not provide the request for examination in any form after three requests within 30 days, the evidence will be returned.

**3.1.7** Requests for examination submitted by FBI contributors (non-TEDAC evidence) should have a Case ID and serial number/lead number already assigned. If no serial number/lead number is listed on the LER, EC, or lead report, EMU personnel will locate the serial number/lead number.

**3.1.8** At the Quantico facility, FBI Laboratory Case File Office personnel will assign a Case ID and/or serial number for all non-FBI submissions. The Case ID number will be recorded on the request for examination. At the Huntsville facility, EMU personnel will assign a Case ID, as appropriate.

**3.1.9** If case-related information is verbally received, the person receiving the information will record that information on the Case Communication Log in FA or on the *Activity and Communication Log* (7-245), as appropriate.

**3.1.10** When EMU receives TEDAC evidence submissions that are deemed to be unsuitable for examination due to the nature of the evidence, prior processing performed on the evidence at a forward lab, and/or the contributor only requesting the evidence be stored, these submissions will be sent directly to the TEDAC Repository or EMU bunker for storage after in-processing is completed. In lieu of a *Laboratory Report* in these situations, EMU personnel will send an email to the contributor stating the following:

- the referenced evidence will not be examined by any discipline/unit at this time;
- the reason it will not be examined at this time (e.g., nature of the evidence, prior processing performed on the evidence at a forward lab, the contributor only requesting the evidence be stored); and
- the evidence will be stored in the TEDAC Repository or EMU bunker.

This email will be separate and in addition to the acknowledgment email that is sent out for every submission received. These emails will be retained.

**3.1.11** Laboratory personnel will ensure evidence is properly stored in order to preserve the integrity of each item and/or ensure the safety of FBI Laboratory personnel.

## **3.2 Routes for Receiving Evidence**

### **3.2.1 Evidence Received via Mail or Carrier**

**3.2.1.1** Submissions are usually received from the U.S. Postal Service or commercial carriers such as FedEx or UPS.

**3.2.1.2** Appropriately trained personnel will sign for the receipt of evidence.

**3.2.1.3** When containers not known to contain evidence are transferred to a person in a case working unit and that person is not appropriately trained to receive evidence, he/she will bring the evidence to an appropriately trained person for processing.

**3.2.1.3.1** The appropriately trained person will initiate a submission in FA.

**3.2.1.3.2** If a person who is not appropriately trained to receive evidence opened the container, that person will record the evidence transfer. If the person does not have an FA account, the electronic signature pad will be utilized to record the signature of the person who opened the container. If the person did not open the container, the appropriately trained person will record the transfer as the person first identifying the container as housing evidence.

**3.2.1.4** Chain-of-Custody forms included in a package will either be mailed back to the contributor upon discovery or at the completion of laboratory examinations when the evidence is returned. TEDAC personnel may retain the Chain-of-Custody in the 1A(s)/1C(s) rather than returning the form to the contributor. Chain-of-Custody forms included in a package will not be signed by FBI personnel.

### **3.2.2 Evidence Received via Personal Delivery**

**3.2.2.1** Evidence personally delivered by the contributor will be received by appropriately trained personnel.

**3.2.2.2** At the Quantico facility, personal deliveries will be received at the Evidence Delivery entrance. At the Huntsville facility, personal deliveries will be coordinated with the EMU. Contributors will not be granted access to a facility beyond the evidence receiving area. If access is required, the Laboratory Security Group will be contacted for assistance.

**3.2.2.3** The person accepting custody of evidence will initiate a submission in FA and ensure that the contributor signs the electronic signature pad for the submission in FA. A copy of the transfer receipt will be retained in the FBI Laboratory file.

**3.2.2.4** If an external contributor personally delivering evidence requests his/her Chain-of-Custody to be signed, the person will sign for receiving the sealed package(s) only and not separate items as the evidence is not broken down at this point.

### **3.2.3 Receipt of Evidence from an External Laboratory**

**3.2.3.1** Evidence returned to the Laboratory from an external laboratory will not receive a new Laboratory number. The returned evidence will be transferred to the unit that sent the evidence to the external laboratory and the receipt will be recorded within the original submission in FA as appropriate.

### **3.2.4 Receipt of Evidence Submitted Electronically**

**3.2.4.1** When evidence submitted electronically (e.g., email attachments, evidence serialized in Sentinel by FBI contributors and retrieved by Laboratory personnel for examination) is received by FBI Laboratory personnel who are not appropriately trained to receive evidence, an appropriately trained person will be contacted to initiate a submission in FA.

**3.2.4.2** The examiner assigned to the case will handle the case according to the Laboratory Operations Manual (LOM) – Practices for Processing a Single Unit Submission.

**3.2.4.3** If evidence that has been submitted electronically is subsequently submitted to the Laboratory in physical form, EMU personnel will determine if the submission is handled as a single unit submission or a multi-unit submission

### **3.3 Assessing the Shipping Container(s) and/or Outermost Evidence Package(s)**

**3.3.1** When an appropriately trained person initially identifies a container as housing evidence, the person will open the container to retrieve the incoming request for examination. If the request is not received with the evidence, the person will follow the requirements in sections 3.1.6.2 or 3.1.6.3.

**3.3.2** If damage is observed prior to opening the container, the person will photograph the damage and upload the photo to the FA Case Object Repository.

**3.3.3** The person who retrieved the incoming communication will ensure the shipping container is properly sealed prior to storage.

**3.3.4** When evidence is received without a packaging layer, unsealed, or sealed without tamper-evident tape, personnel will place a proper seal on the packaging.

**3.3.4.1** When an evidence package is received sealed with tape, but without the initials of the sealer, personnel will place a piece of tape across the existing seal. This new tape seal will be placed in a perpendicular manner, where practicable, such that it overlaps the initial seal. This person will also initial that tape onto the packaging, where practicable.

**3.3.4.2** When the shipping container is used as the evidence package, the person assessing the seal will reseal the shipping container with a proper seal.

**3.3.4.3** When properly sealing evidence packaging that contains paper or potential evidence for questioned document examinations, the person sealing the package will initial the tape prior to placing it on the package if the package is not rigid.

### **3.3.5 Biohazard Labeling**

**3.3.5.1** The person who initially receives the container will verify that the outer container is appropriately labeled with a biohazard label to identify any potentially infectious items contained within.

**3.3.5.2** If a container housing biohazardous material is not appropriately labeled; it will be labeled by the person who opens the container prior to transfer.

### **3.4 Multiple Cases in One Package Submitted Under One Request for Examination**

If evidence for multiple cases is received in one package with one request for examination, it may be returned to the contributor prior to inventory and examination, for the contributor to provide the separate requests for examination. Alternatively, EMU personnel may proceed with initiating the submission.

#### **3.4.1 Proceeding with a Multiple Case Submission**

EMU personnel will initiate a submission for each request and ensure an appropriate request for examination is associated with each case.

##### **3.4.1.1 External Submissions**

For submissions received via the FBI Laboratory Contributor Portal, the contributor will be contacted and instructed to complete a separate RFLE through the FBI Laboratory Contributor Portal for each submission. Alternatively, EMU personnel will manually enter the additional submissions into FA, ensuring that the same agency and contributor is used as in the original pre-log request. The RFLE will be utilized for each case submitted in the evidence package.

For submissions not received via the FBI Laboratory Contributor Portal and where the included request for examination is applicable to all cases, a copy of the request for examination will be utilized for each case submitted in the evidence package.

##### **3.4.1.2 Internal Submissions with Multiple Case IDs**

For an internal submission with multiple Case IDs, the EMU personnel will verify that the request for examination (e.g., LER, EC) has been serialized in each Case ID. If not, the contributor will be contacted and instructed to serialize the request in each Case ID. If evidence is included in the package, and the associated Case ID(s) is not referenced on the original request, the contributor will be contacted and instructed to serialize an additional request referencing the appropriate Case ID(s). Three attempts will be made, and the contributor will have 30 days to submit the additional request or the evidence will be returned.

### **3.5 Multiple Cases in One Package Submitted Under Separate Requests for Examination**

Evidence for multiple cases may be received in one package submitted under separate requests for examination. When a package containing evidence from more than one case is submitted with more than one request for examination, EMU personnel will repackage by case, as appropriate, initiate a submission for each request, ensure a Case ID is assigned, and ensure each request for examination is serialized.

### **3.6 Laboratory Work Sheet for OPR and Prohibited Cases**

#### **3.6.1 Preparation of the *Laboratory Work Sheet***

A *Laboratory Work Sheet* (7-2) (Appendix C) will be generated to record case-related administrative information and the items received for OPR and prohibited cases. If evidence from two or more cases will be examined, a *Laboratory Work Sheet* will be prepared for each Case ID.

#### **3.6.2 Dissemination of the *Laboratory Work Sheet***

EMU personnel will, when appropriate, ensure that an electronic copy of the *Laboratory Work Sheet* is provided to each examiner assigned to that submission.

#### **3.6.3 Changes to the *Laboratory Work Sheet***

Assigned EMU personnel are responsible for making all changes to the *Laboratory Work Sheet*. If an examiner identifies a change that needs to be made to the *Laboratory Work Sheet*, he/she will notify the assigned EMU personnel at the time the change is identified. The EMU personnel will ensure a revised *Laboratory Work Sheet* is available to all affected examiners.

### **3.7 Initiating a Submission**

**3.7.1** Classified cases and cases containing Foreign Intelligence Surveillance Act (FISA)-acquired evidence will be entered in FA but classified and FISA information will be omitted with a notation of where the information is recorded. If the submission contains classified information or unclassified information with dissemination controls, an appropriately trained person will complete the *Classification Control Worksheet* (7-285) (Appendix D). Classified communication(s) will be recorded or referenced in the appropriate Communication Log. Substantive email communication(s) will be referenced in the appropriate Communication Log and the email(s) will be retained as a record email or in the 1A(s)/1C(s).

**3.7.2** An appropriately trained person will ensure that adequate searches are performed in order to determine if a new Laboratory number is needed or if it will be handled as a subsequent submission.

**3.7.3** An appropriately trained person will initiate a submission in FA for the request for examination.

**3.7.3.1** For OPR and prohibited cases, the Reserve function in FA will be used to generate a Laboratory number. Evidence handling and examinations will be recorded outside of FA for these cases.

**3.7.3.2** With the approval of the contributor, associated information can be entered into FA for OPR and prohibited cases. This approval will be recorded in the Case Communication Log.

The submission must be marked as sensitive in FA by contacting the eLAB Help Desk in order to restrict access to approved personnel.

**3.7.4** If the request for examination or other information indicates a Weapons of Mass Destruction classification or chemical, biological, radiological, or nuclear (CBRN) threat, and/or is evidence submitted with a laboratory report from a Laboratory Response Network the Scientific Response and Analysis Unit (SRAU) will review the communication and any enclosed laboratory reports and provide guidance on how to proceed. Once the submission and its associated communication has been assessed, approved and recorded by SRAU, the submission will be handled according to LOM - Practices for Assigning Cases and Conducting Examinations or LOM – Practices for Single Unit Submissions, as appropriate.

**3.7.5** Laboratory numbers will not be routinely assigned without a request for examination. Laboratory numbers may be issued without a request for examination on major cases, disasters, or for field examinations, as appropriate.

**3.7.6** The person receiving the evidence will ensure that a barcode label with the FBI Laboratory number is placed on the shipping container(s), if that container is retained. For OPR and prohibited cases the Laboratory number will be placed on the shipping container(s) as no barcode label will be available.

### **3.8 Subsequent Submissions**

**3.8.1** If a submission was received but not all of the evidence from the request was received and a record (e.g., check-in notes) has not been completed, then the evidence in this subsequent submission will be added to the existing submission. If a record (e.g., check-in notes) has been completed the contributor will be contacted up to three times within 30 days to request the remaining evidence. If the contributor provides the evidence after 30 days, a subsequent submission will be initiated referencing the initial request

**3.8.2** When a subsequent submission is received under the same Case ID number or TEDAC Contributor number, a new submission will be created in FA under the associated FBI Laboratory number. For a subsequent submission to a legacy case, a new FA Laboratory number will be generated.

**3.8.3** When a subsequent request is submitted under the same Case ID number without evidence, the assigned EMU personnel or an appropriately trained person will determine whether a new submission will be created in FA.

**3.8.4** When a subsequent verbal request is received, and the assigned EMU personnel determine that a new submission will be created in FA, a written request for examination will be obtained from the contributor. The contributor will be contacted up to three times within 30 days to obtain a request for examination. If the contributor does not provide the written request for examination after three requests within 30 days, the subsequent verbal request will not be addressed.



**3.8.5** When a subsequent verbal request is received, and EMU personnel determine that a new submission will not be created in FA, the request will be recorded on the Case Communication Log.

### **3.9 Submission Assignment**

EMU personnel will review all incoming submissions to determine if the evidence will be managed by a single unit, EMU personnel, or the Explosives Unit (EU). The LOM - Practices for Processing a Single Unit Submission will specify practices for evidence items that will be examined by a single unit.

#### **3.9.1 Explosives Unit Submission Assignment**

At the Quantico facility, EU personnel will manage multiple unit submissions containing evidence that will be analyzed by the EU.

At the Huntsville facility, EU personnel will manage multiple unit submissions containing evidence that will undergo Explosives and Hazardous Devices examinations and that involve active FBI, state, or local criminal investigations. All other cases will be managed by EMU personnel unless approved by the EU Chief and EMU Chief.

The EU will conduct examinations on hoax devices on a case-by-case basis as determined by EU. If the EU will not conduct examinations on a hoax device, the submission will be handled as a multiple unit submission and assigned to EMU personnel.

### **3.10 Evidence Breakdown**

The person breaking down the evidence will record in FA any observations, what was performed during the initial opening of the container(s), and/or take photographs of the evidence and packaging. Any observations that are recorded regarding the condition in which the items were submitted will be considered case records.

**3.10.1** The person breaking down the evidence will ensure that the items of evidence submitted with a request for examination are inventoried.

**3.10.2** The person breaking down the evidence will determine if the evidence has been compromised. If so, the contributor will be contacted to advise how the evidence package should have been submitted. This communication will be recorded on the Case Communication Log. For TEDAC evidence, examinations may proceed without contacting the contributor.

**3.10.3** The person breaking down the evidence will ensure that a biohazard label is on each package(s) that houses potentially infectious items such as bloodborne pathogens.

**3.10.3.1** Within units that employ universal precautions on a routine basis, a biohazard label is not required on every package housing potentially infectious items.

**3.10.3.2** When transferring evidence from a unit that employs universal precautions on a routine basis to a unit that does not, those evidence packages housing potentially infectious items will be labeled with a biohazard label.

**3.10.3.3** A member of the Health and Safety Group will be contacted if questions arise as to whether biohazardous material was appropriately packaged.

**3.10.4** The person breaking down the evidence will verify the evidence received against what is listed in the request for examination, when there is a listing offering such detail. If there is a discrepancy between what is received and what is listed on the request for examination, the contributor will be contacted to advise of the discrepancy. This communication will be recorded on the Case Communication Log.

### **3.10.5 Identifying Evidence**

The person breaking down the evidence will enter the item descriptions in FA. There may be times that an item of evidence needs to be further broken down to facilitate examinations.

**3.10.5.1** The person describing the item(s) should make every effort to properly describe each item for the examiner(s) who will conduct the examination(s). The best characterization of each item, which may include a serial number or other information to differentiate like items, should be the basis for the description. Refer to the FBI Laboratory General Description of Evidence for guidance.

**3.10.5.2** The contributor's item identifier(s), if provided, will be recorded.

**3.10.5.3** Non-evidentiary items will also be identified, transferred appropriately, and accounted for upon return to the contributor.

**3.10.5.4** If items need to be subdivided, refer to LOM - Practices for Assigning Cases and Conducting Examinations.

**3.10.6** Each proximal container/packaging, when practicable, and each transfer package, when practicable, will be labeled with an FA generated label containing the item identifier(s) and FBI Laboratory number.

**3.10.7** Appropriate barcode or submission labels with the FBI Laboratory number will be placed on all evidence packaging. For hand labeled OPR and prohibited cases, a non-rigid evidence container housing paper or potential evidence for questioned documents with the evidence inside will not be directly labeled as this could potentially damage the evidence.

**3.10.8** When possible, the evidence container(s)/package(s) will be preserved when case-related information such as a 1B number, contributor barcode, or a contributor case number are on the container(s)/package(s). If not possible the appropriate labels or barcodes will be removed and maintained with the new package. Separated packaging will be identified as

“Packaging Only” and handled according to LOM - Practices for Transferring and Storing Evidence.

**3.10.9** Any evidence container/package received bearing a *Drug Evidence* label (FD-723), a *Valuable Evidence* label (FD-723a), an external contributor’s label denoting such, and/or information from incoming communication indicates such evidence, will be handled according to the LOM - Practices for Handling Drug and Valuable Evidence, LOM - Practices for Transferring and Storing Evidence and LOM - Practices for Shipping and Returning Evidence.

**3.10.10** A record (e.g., check-in notes) of what was received and the condition (e.g., proper seal) will be generated and retained in the Case Object Repository.

### **3.11 Receipt of Damaged Evidence**

**3.11.1** If the evidence was received damaged, EMU personnel will, if necessary, contact the appropriate caseworking unit to decide if the integrity of the evidence has been compromised and what, if any, forensic examinations can or will be conducted.

**3.11.2** The caseworking unit or EMU personnel will inform the contributor that the evidence was received damaged and advise what, if any, examinations will be conducted. This communication will be recorded on the Case Communication Log.

**3.11.3** If the integrity of the evidence has been compromised and no examinations will be conducted, an examiner will be assigned and prepare a *Laboratory Report* according to LOM - Practices for Preparing, Reviewing and Issuing Laboratory Reports and Retaining Records in Forensic Advantage (FA) that states the reasons for not conducting the examinations.

### **3.12 Evidence Not Broken Down**

If a request for examination is received, but canceled by the contributor prior to the evidence being broken down, the assigned person managing the case will prepare a *Laboratory Report* according to LOM - Practices for Preparing, Reviewing, and Issuing Laboratory Reports and Retaining Records in Forensic Advantage (FA), explaining that no examinations were conducted and the evidence was not broken down.

### **3.13 Resubmitted Evidence**

**3.13.1** If an item is resubmitted under the same Case ID number or TEDAC Contributor number, a new barcode label will be affixed to the evidence packaging and the original barcode, if present, will be struck through and initialed. The same item number will be used where practicable.

**3.13.2** If an item is resubmitted under a different Case ID number, such as items from one investigation used to support another investigation, the person generating the new submission in

FA will identify the items as being resubmitted from a different Case ID number and the associated FBI Laboratory number.

### 3.14 Evidence Storage

If the evidence is not immediately being transferred, the person who breaks down the evidence will properly store the evidence to preserve the integrity of each item and/or ensure the safety of FBI Laboratory personnel.

## 4 Records

The following records will be generated and/or retained in the FBI Laboratory file as a result of these practices:

- Request for examination (e.g., LER, RFLE, *TEDAC Item Submission Form*, *TEDAC Bulk Submission Form*)
- Any TEDAC non-examine emails, if generated
- FA Chain-of-Custody Log or *Chain-of-Custody-Log* (7-243)
- *Laboratory Work Sheet*
- FA Case Communication Log or *Activity and Communication Log*
- *Examination Plan* or *TEDAC Examination Plan*
- *Laboratory Report*
- Record of the condition in which the evidence was received (e.g., check-in notes).

## 5 References

FBI Laboratory General Description of Evidence, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Quality Assurance Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Operations Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

ISO/IEC 17025 - General Requirements for the Competence of Testing and Calibration Laboratories, International Organization for Standardization, Geneva, Switzerland, 20017.

ISO/IEC 17025:2017 - Forensic Science Testing and Calibration Laboratories Accreditation Requirements (AR 3125), ANAB, Milwaukee, WI, April 29, 2019.

ISO/IEC 17020 - Conformity Assessment - Requirements for the Operation of Various Types of Bodies Performing Inspection, International Organization for Standardization, Geneva, Switzerland, 2012.

Rev. #	Issue Date	History
4	06/03/19	Changed evidence management personnel to Evidence Management Unit throughout. Revised section 3.1.2 following realignment of Laboratory personnel. Revised terminology in section 3.2.3 and 3.2.3.1 to refer to an external laboratory. Moved requirement regarding classified and FISA cases to section 3.7.1 and added requirement for <i>Classification Control Worksheet</i> in Appendix D. Updated section 3.10.5.1 to reflect a single General Description of Evidence document. Updated list of references in section 5. Updated images of <i>TEDAC Item Submission Form</i> and <i>TEDAC Bulk Submission Form</i> in Appendices A and B to reflect previously revised forms.
5	12/21/20	<p>Minor edits throughout for clarity.</p> <p>3 - added information about Communication Log entries</p> <p>3.1.2.1 - added regarding x-ray safety checks</p> <p>3.1.2.2 - added regarding records for cleared suspicious packages</p> <p>3.1.6.1 and 3.8.5 - deleted section requiring use of TEDAC Bulk Submission Form and TEDAC Item Submission Form; they are options</p> <p>3.1.6.3 - deleted due to redundancy after 3.1.6.2 modified</p> <p>3.1.10 - added to cover TEDAC evidence that will not be examined or is requested to be stored. Section includes requirements for acknowledging this.</p> <p>3.3.4.1- added where practicable</p> <p>3.5 - clarified EMU will repackage by case, as appropriate</p> <p>3.7.1 - added to cover classified communications and substantive email communications</p> <p>3.7.4 - added information about when a laboratory report from a Laboratory Response Network is submitted with a request for examination. Added information about SRAU assessing and approving the submission. Added SUS Practices.</p> <p>3.9.1 - added clarifying information on whether EMU or EU will handle submissions</p> <p>3.10.9 - added that incoming information could indicate evidence needs to be handled as drug or valuable</p> <p>3.13.1 - added same item number will be used when practicable for resubmitted evidence</p> <p>3.13.2 - changed new to different in reference to Case ID</p> <p>4 – added TEDAC non-examine emails</p> <p>5 – added ISO/IEC 17020 and LOM</p>

Redacted - Signatures on File

**Approval**

Laboratory Director

Date: 12/18/2020

Quality Manager

Date: 12/18/2020

**Appendix A: *TEDAC Item Submission Form (7-275)***

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**Appendix B: *TEDAC Bulk Submission Form (7-276)***

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**Appendix C: Laboratory Work Sheet (7-2)**

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**Appendix D: *Classification Control Worksheet* (7-285)**

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